



State of Arizona

Department of Education

Request For Grant Application (RFGA)

RFGA Number: **ED04-0061**

RFGA Due Date / Time: **April 28, 2004, at 3:00 P.M. Mountain Standard Time**

Submittal Location: **Arizona Department of Education
Contracts and Purchasing Unit/4th Floor
1535 West Jefferson Street, Bin #37
Phoenix, Arizona 85007**

Description of Procurement: **School year 2004/2005 AIMS Intervention and Dropout Prevention for Service Providers that have Demonstrated Documented Success in Delivering Dropout Prevention Services.**

A Pre-Application Conference will not be held in conjunction with this procurement.

Questions concerning this RFGA must be submitted in writing or by facsimile, no later than April 16, 2004, 3:00 P.M. Mountain Standard Time, ATTN, Procurement Officer at fax number (602) 542-3359.


In accordance with A.R.S. § 41-2702, competitive Sealed Grant Applications for the assistance specified will be received by the Arizona Department of Education's Contracts and Purchasing Unit at the above-specified location until the time and date cited.

Applications must be in the actual possession of the Arizona Department of Education's Contracts and Purchasing Unit on or prior to the time and date, and at the submittal location indicated above. ***Late Applications will not be considered.***

Applications must be submitted in a sealed envelope or package with the RFGA Number and the Applicant's name and address clearly indicated on the envelope or package. All Applications must be completed in ink or typewritten. Additional instructions for preparing an Application are included in this RFGA.

Persons with disabilities may request special accommodations such as interpreters, alternate formats, or assistance with physical accessibility. Requests for special accommodations must be made with 72 hours prior notice. Such requests are to be addressed to the RFGA Contact Person or Procurement Officer.

APPLICANTS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE RFGA.


Sheila Wallace
Procurement Officer

March 17, 2004

Date

(602) 542-6537
Telephone No.
swallac@ade.az.gov
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(602) 542-3359
Facsimile No.

APPLICATION AND AWARD



ARIZONA DEPARTMENT OF EDUCATION
Contracts and Purchasing Unit
1535 West Jefferson Street, Bin #37
Phoenix, Arizona 85007

RFGA NO. ED04-0061

APPLICATION

The Undersigned hereby applies to receive a grant to provide the assistance specified herein in compliance with all the terms, conditions, specifications, any amendments in the Request and any written exceptions in the Application.

Applicant's Name

Name of Person Authorized to Sign Application

Street Address

Title of Authorized Person

City

State

Zip Code

Signature of Authorized Person

Date of Application

Telephone Number: _____

Facsimile Number: _____

Applicant's Arizona Transaction (Sales) Privilege Tax License Number: _____

Applicant's Federal Employer Identification Number: _____

Acknowledgement of Amendment(s):

(Applicant acknowledges receipt of amendment(s) to the Request for Grant Applications and related documents numbered and dated

Amendment No. Date

Amendment No. Date

ACCEPTANCE OF APPLICATION AND GRANT AWARD

(For State of Arizona Use Only)

Your Application, dated _____, is hereby accepted as described in the Notice of Award.

This Grant will henceforth be referred to as Grant Number ED04-0061-_____.

You are hereby cautioned not to incur any costs under this Grant until you receive an executed grant release document, or written notice to proceed, if applicable.

State of Arizona

Awarded this 1st day of July 2004

Douglas C. Peeples, CPPB, CPCPM

Procurement Officer

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Contract Management Unit
1535 West Jefferson Street, Bin #37
Phoenix, Arizona 85007

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ATTACHMENTS: *(These standard documents must be completed and returned by the Applicant. Other documents may be required. Refer to page 6, Application Format and Content.)*

1. Grant Funding Schedule
2. Applicant's Experience
3. Applicant's Organization
4. Applicant's Key Personnel
5. Applicant's Financial Disclosure
6. Applicant's Budget Summary
7. Applicant's Checklist

EXHIBITS:

- A. A.R.S. § 15-809

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STATEMENT OF PURPOSE

In accordance with A.R.S. § 15-809 (Exhibit A) the Arizona Department of Education shall establish an AIMS Intervention and Dropout Prevention Program. The Department of Education shall develop application procedures, selection criteria and minimum performance standards for service providers that wish to participate in the program. Service providers that receive monies to participate in the program shall demonstrate that their dropout prevention program is offered in the public schools in this state and meets all of the requirements. ***A.R.S. § 15-809 limits participation to service providers that have demonstrated documented success in delivering dropout prevention services.***

The AIMS Intervention and Dropout Prevention Program provides funding to existing public or private service providers for the purpose of operating dropout prevention programs that assist at-risk public school students in grades 9, 10, 11 or 12 in meeting or exceeding AIMS performance competencies, helps them graduate or receive a General Equivalency Diploma, assists students in the transition to postsecondary education, vocational or job training, military service, or employment and which engages students in summer work, volunteer, or community service.

ELIGIBLE APPLICANTS

Applicants that meet the minimum program requirements pursuant to A.R.S. § 15-809 will be referred to and reviewed by a technical review committee, comprised of representatives with expertise in applicable fields, including (but not limited to) the Arizona Academic Standards, dropout prevention, the General Equivalency Diploma, and workplace skills and standards. **The following service providers are eligible to apply:**

- A. **Public Agencies, including schools and school districts, that have demonstrated documented success in delivering dropout prevention services as described in A.R.S. § 15-809, and/or**
- B. **Private entities that are certified by the Department of Education and that have demonstrated documented success in delivering dropout prevention services as described in A.R.S. § 15-809.**

FUNDING

\$500,000 is available for distribution under this grant.

SCOPE OF WORK

1. Requirements.

The scope of work specified in A.R.S. § 15-809 for service providers/grantees contains the following requirements:

- A. Serve at-risk pupils in grades nine, ten, eleven or twelve.
- B. Serve pupils who are most likely to drop out of high school without graduating and have documented academic, personal or vocational barriers to success in high school and the workplace.
- C. Each of the participating pupils shall receive the following:
 - (1) At least nine consecutive months of academic support, including tutoring and remediation to ensure that they meet the academic standards adopted by the State Board of Education,
 - (2) Comprehensive instruction on Arizona workplace skills adopted by the State Board of Education, and
 - (3) Instruction on Leadership and Civic Duty.

2. Grantee Responsibilities.

- A. In addition to the above stated requirements, the Grantee shall require pupils to earn credits toward graduation from High School.

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B. The Grantee shall provide follow-up assistance that is designed to assist the pupils transition to postsecondary education, vocational or job training, military service or employment for twelve months after graduation from high School.

3. Successful competitive proposals should focus on the following aspects of the requirements:

A. Competitive proposals will develop a profile of the at risk pupils who will participate in the program.

Identify the groups of students who will be targeted for participation in the proposed intervention program. Explain how they will be selected for inclusion in the program and recruited. Establish measurable criteria for defining the risk factors that impact these youth. Typical criteria for defining and documenting academic, personal or vocational barriers include:

- (1) Handicapped/disabled
- (2) Economically disadvantaged
- (3) Limited English Proficiency
- (4) Disciplinary problems
- (5) Pregnant or parenting
- (6) Failing grades
- (7) Deficient credits for grade level
- (8) "Falls Far Below" or "Approaches" the standard on the AIMS
- (9) Low Stanford 9 scores
- (10) Over age for grade level
- (11) Documented Learning Disabled

B. Competitive proposals will develop an intervention program that focuses on academic standards.

Describe a program design that will provide a full nine months of intervention and will directly involve participants with developing math, reading and writing skills appropriate to grade level performance and aligned with academic skills measured by the AIMS test. Describe planned intervention activities, curriculum materials and ability of the program staff to deliver training to meet academic standards. Clarify how specific intervention activities relate directly to the academic focus of the program. Identify methods for measuring program effectiveness, including increases in grade point average, AIMS scores, and Stanford 9 scores. For each of these methods, describe pre-intervention data collection procedures so that baseline measures are in place at the initiation of the program.

Explain how the intervention will require and enable students to earn credits toward graduation requirements, including a method for tracking and documenting credit attainment and graduation rate for program participants.

Program success will be determined by evidence of measurable impact on academic performance. Therefore, the minimum required program duration is nine months. Give sufficient information to determine whether the target start and end dates are reasonable and allow sufficient time for implementation of the program. If the summer months are part of the program, describe how the intervention will be continued during this period. Explain how participating students will be retained for the duration of the program and/or how program completers will identified. Describe how program dropouts will be tracked and monitored.

C. Competitive proposals will develop an intervention program that provides comprehensive training in Arizona workplace skills.

In addition to its academic focus, describe a program design that will provide training in workplace skills. Explain how the skills learned are related to the academic program and integrate academic standards in

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workforce readiness training. Explain the relevance of these activities and their expected contribution to improvement in participants' academic performance and dropout prevention.

D. Competitive proposals will develop an intervention program that provides opportunities for participants to develop leadership skills and perform service to the community.

Describe a program design that integrates activities related to leadership and civic duty integrated with the systematic focus on academic skill standards. Relate the relevance of these activities to improving academic performance and retention in school. Describe how leadership and civic duty opportunities/participation will be documented.

E. Competitive proposals will describe a plan to follow-up with program participants for a full 12 months following graduation.

Explain how participants will be contacted and the schedule for contacting them. Describe how tracking data will be collected, maintained and utilized in this process. Typical tracking data should include: numbers of graduates pursuing postsecondary education, vocational or job training, military service or employment. Describe follow-up of dropouts to encourage completion of the GED within 12 months of leaving school.

F. Competitive proposals will develop a strong project evaluation plan.

Formative evaluation helps with project management and a strong summative evaluation helps projects become models for other schools and increases the program's potential for future funding. Develop a detailed evaluation plan, which states the goals of the project and indicates what qualitative and quantitative evidence will be collected to measure the success of the project. Quantitative measures should include, but not be limited to: test scores on AIMS and Stanford 9, grade point averages, credits accumulated, and student status at the end of the intervention. Student status numbers should include promoted or retained at the same grade level, graduated, GED completions, school dropouts or those who left school because of moves out of district, illness and/or incarceration. Qualitative measures can include a description of work readiness and civic duty activities.

4. Schedule of Deliverables.

The Department of Education will carefully monitor the progress of projects towards their goals and success of students in the proposed interventions. The grantee is responsible for submitting to the Department an annual progress report, which discusses progress on project goals, including program activities, student participation, evidence of intervention success, and project expenditures. Annual reports may include submissions from participating students, graduates, parents or other stakeholders as well.

Evidence of program effectiveness should be provided through collection and description of qualitative and quantitative measures. The annual report should contain at least the following:

- A. The number of students who participated in the program, including the number recruited for participation, the number who started and the percentage of participants who completed.
- B. The demographics of students participating in the program, including ethnicity and gender.
- C. The percentage of students who qualified for inclusion in the program by each measurable criterion for defining at-risk students described above and any additional criteria used by the grantee to determine need for the intervention.
- D. Evidence of student participation in the program, including days/hours of attendance, community service hours, and/or hours in internships, job shadowing, visiting workplaces and so forth.
- E. Evidence of school attendance, including average number of days in attendance for participants before and after the intervention.
- F. The average increase in the number of credits accumulated for graduation from the beginning of the intervention to completion of the intervention.

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- G. The average increase in the grade point average for participants from the beginning of the intervention to completion of the intervention.
- H. The percentage of participants who increased AIMS scores from “Falls Far Below” and “Approaches” the Standard to “Meets” or “Exceeds” the Standard on all three components of the test (math, reading, and writing).
- I. The average increase in percentile rank scores of participants on the Stanford 9.
- J. Participant status in school at the end of the intervention (e.g., promoted to next grade, retained at same grade, graduated, GED, moved/transferred, protracted illness, dropped out, expelled, and incarcerated).
- K. The percentage of participants who graduate from High School or obtain a GED on or within twelve months after the scheduled graduation date for the student’s classmates.
- L. The percentage of participants who graduate from High School or obtain a GED and who begin participation in postsecondary education, employment, vocational or job training or military service within twelve months.
- M. The percentage of participants who are either enrolled full time at a postsecondary education institution, employed full time, enrolled in a full-time vocational or job training program, or on active duty in the Armed Forces of the United States, or any combination of these activities that in totality amount to full-time activity within twelve months.

5. Department Responsibilities.

- A. Contract with a private entity to conduct an annual performance audit of the AIMS Intervention and Dropout Prevention Program.
- B. Submit an annual report concerning the AIMS Intervention and Dropout Prevention program to the Governor, the President of the Senate and the Speaker of the House of Representatives by December 15th that includes an evaluation of the effectiveness of the program

HOW TO PREPARE AND SUBMIT GRANT APPLICATION

- 1. Read and familiarize yourself with all sections of this RFGA.
- 2. To write the Grant Application, follow the instructions, respond to all items of the *Application Format, and Content* (paragraph 11) and include all required attachments listed at the end of the RFGA.
- 3. **Submit 1 original and 3 copies of the Grant Application.** The original copy of the Grant Application must be clearly labeled “ORIGINAL”. The material must be in sequence, paginated, and related to the RFGA. ADE will not provide any reimbursement for the cost of developing or presenting grant applications in response to this RFGA. Failure to include the requested information may have a negative impact on the evaluation of the Applicant’s Grant Application. Additional materials such as promotional brochures or examples of other programs should only be submitted if they directly relate to the information requested in the Grant Application.
- 4. **Sealed Envelope or Package.** Each Application shall be submitted to the submittal location identified in this RFGA, in a sealed envelope or package that identifies its contents as an Application and the RFGA number to which it responds. The appropriate RFGA number shall be plainly marked on the outside of the envelope or package.
- 5. Grant Applications shall be opened publicly at the time and place designated on the Cover Sheet of this RFGA. The name of each Applicant shall be read publicly and recorded. Application funding requests will NOT be read, nor shall they be subject to public inspection until after the grant(s) is/are awarded.
- 6. Grant Applications shall be irrevocable for 120 days after the RFGA due date.
- 7. **Questions regarding this RFGA.** All questions regarding this RFGA shall be referred to the Procurement Officer or the person identified in the RFGA as the contact for inquiries. The Procurement Officer, or his

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designee, may require that an inquiry be submitted in writing. Any inquiry related to this RFGA shall refer to the RFGA number, page and paragraph. Do not place the RFGA number on the outside of the envelope containing that inquiry, since it may then be identified as an Application and not be opened until after the Application due date and time.

8. Definition of Terms Used in this RFGA.

- A. **“Activities”** are day-to-day and periodic things that are accomplished to meet the goal(s). They are usually single-faceted, simply stated and numerous.
- B. **“ADE”** means the Arizona Department of Education.
- C. **“Department”** means the Arizona Department of Education.
- D. **“Shall or Must”** indicates a mandatory requirement. Failure to meet these mandatory requirements may result in the rejection of a grant application as non-responsive.
- E. **“LEA”** means Local Education Agencies.

9. By submitting a signed grant application applicants are certifying that their programs meet all minimum qualification standards required in A.R.S. § 15-809. Applications that do not meet these minimum requirements will not be forwarded to the review committee for consideration.

10. Required Grant Application Information. The following shall be submitted concurrent with and as part of the Application:

- A. Application and Award Form;
- B. Grant Administration;
- C. Grant Funding Schedule;
- D. Applicant’s Experience;
- E. Applicant’s Method of Approach and Implementation Plan
- F. Applicant’s Organization;
- G. Applicant’s Key Personnel;
- H. Applicant’s Financial Disclosure (non-LEA applicants);
- I. Applicant's Budget Summary;
- J. Applicant's Checklist; and
- K. RFGA Amendments (if any)

11. Application Format and Content.

- A. **One clearly marked original and three copies** of applications shall be submitted. Subcategories of information in each of the volumes should be highlighted for ease of evaluating the information contained therein. If the Applicant finds it necessary to take exception(s) to any of the requirements specified in this RFGA, clearly indicate each such exception in the grant application along with a complete explanation of why the exception was taken and what benefit accrues to the State thereby. All substantive exceptions and supporting rationale shall be identified as such and consolidated into one section of the Application.
- B. To facilitate evaluation, the Application must be specific, and complete to clearly and fully demonstrate the Applicant has a thorough understanding of the requirement, can provide detailed information and related experience concerning previous similar assistance provided. Statements that the Applicant understands, can, or will comply with the Scope of Work, statements paraphrasing the Scope of Work or parts thereof, and phrases such as *“standard procedures will be employed”* or *“well-known techniques will be used”*, etc., will be considered unacceptable.

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Applicants should note that data previously submitted shall not be relied upon nor incorporated in the Application by reference.

- C. Binding and Labeling. Each copy of the application shall be presented in three ring binders with the cover indicating the RFGA number, the Applicant's name and address and copy number (i.e. Copy 2 of 5).
- D. Indexing. The sections of each copy of the application shall be indexed to indicate the applicable parts and elements. Each section shall contain a table of contents, including interfacing remarks and the page references to other parts and to specific Scope of Work paragraphs. Orderliness of the Application, readability and similar factors should be considered in application preparation.
- E. Format. The mandatory information to be placed in each copy of the Application is listed below. Each copy of the Application shall furnish sections for information discussed in the Scope of Work. **Lack of these submissions may cause the grant application to be declared unacceptable.**
 - (1) Section One of the Application shall be titled **Executive Summary**. This Section shall include a signed copy of the Application and Award Form, RFGA amendments (if applicable), Grant Administration (paragraphs 2.A & 2.B, page 14), Grant Funding Schedule (Attachment 1), Budget (Attachment 6) and Applicant's Checklist (Attachment 7).
 - (2) Section Two of the Application shall be titled **Method of Approach and Implementation Plan** and shall provide a narrative on the methodology to be used to accomplish Scope of Work tasks to the extent possible for evaluation purposes. The language of the narrative should be straightforward and limited to facts, solutions to problems and proposed plans of action. The narrative should, at a minimum provide:
 - (a) Length of time the program has been in existence
 - (b) Documented success in delivering services
 - (c) Number of schools, students and geographic areas served
 - (d) Criteria to select students for participation
 - (e) Quality of academic support provided to eligible students
 - (f) The manner of instruction in workplace and academic standards
 - (g) Leadership and civic duty
 - (h) Number of credits required toward graduation per semester or quarter
 - (i) Hours per week required for volunteer activities, community services, or employment
 - (j) Quality and nature of follow-up assistance provided to students
 - (k) Number of years required reporting data has been collected
 - (l) Results of any performance audits
 - (m) Average cost per-participant
 - (n) Percent of cost per-participant provided by the participating public schools
 - (o) Start date of program
 - (p) Percent of funds received spent directly on services to students
 - (3) Section Three of the Application shall be titled **Applicant's Experience, Expertise and Reliability**. This Section should include information that reflects the experience and reliability of the Applicant's organization:

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- (a) A list of references must be provided for non-LEA applicants. References must be verifiable and should comment on the Applicant's related experience. The Applicant must submit at least three (3) professional references regarding assistance or services similar to those required under this RFGA. This information is to be provided on Attachment 2, or similar format. This information will be used to verify the Applicant's previous experience; therefore, the Applicant should include the name, title, address and phone number of a person the State may contact to verify the information provided.
 - (b) A statement of financial condition shall be included for non-LEA applicants. The statement shall include, at a minimum, the information requested on the Financial Disclosure form, Attachment 5. Documentation should include copies of the most recent annual financial statement and, if applicable, the most recent audit report with its corresponding financial statement (and reports of Internal Control and Compliance, if applicable), cost allocation plan and IRS 501(c)(3) Letter of Determination.
 - (c) Non-LEA shall complete Applicant's Organization, Attachment 3. This does not apply to LEAs.
 - (d) In order to assess the past performance of an Applicant in areas related to the Scope of Work, the Applicant shall document the following:
 - (i) Adequate financial resources;
 - (ii) Successful completion of previous performance goals;
 - (iii) The necessary organization, experience, accounting and operational controls; and
 - (iv) The technical skills required to provide the assistance specified herein. Preference in evaluating will be given to grantees that can demonstrate prior experience and positive impact in the area of nontraditional training and employment.
 - (e) The Applicant shall clearly show how all proposed key personnel have the technical skills and background necessary to provide the assistance and/or perform the work. At a minimum, the grant application shall contain the following:
 - (i) A list of the key personnel with their work assignments as related to the proposed program. The list shall contain the individual's name, position and/or title, employer responsibilities, and percent of time assigned to the proposed program (based on 100% time equaling a 2080-hour work year). This information must be submitted on Attachment 4, Applicant's Key Personnel;
 - (ii) A resume for each of the key personnel proposed; and
 - (f) The Applicant may include any additional information that reflects on the Applicant's ability to perform the required services.
- (4) Section Four of the Application shall be titled **Budget**. The Applicant shall submit the total amount of funds requested for program operation on the Grant Funding Schedule, Attachment 1. To support the Grant Funding Schedule, the grant application must contain the following required forms for each of the funding options, as applicable:
Applicant's Budget Summary form, Attachment 6, which reflects the proposed maximum allowable expenditures for each cost category and line item.

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- (a) Indirect Costs should account for no more than eight (8%) percent of the sum of the Grant Budget Summary total. If indirect costs are included, the Applicant shall submit a copy of the Cost Allocation Plan for such indirect costs.
- (b) The Grant Application Budget Summary must reflect ALL proposed expenditures for the program.

12. Evaluation and Selection. Evaluation of applications may be accomplished in four steps.

- A. Step One. Initial review of application to determine basic responsiveness to the RFGA, where applications will be reviewed to insure they include all required information.
- B. Step Two. Evaluation of application to assess the Applicant's capability to deliver the required services in accordance with the terms and conditions set forth in the RFGA and requirements of the Scope of Work.
- C. Step Three. (Optional) Discussions with Applicants concerning their applications. This step includes requests for Best and Final Applications from Applicants still considered susceptible of winning grant award(s).
- D. Step Four. A committee will rank the applications on a "best application" basis (vs. "cheapest application"). Funds will be allocated to successful applications using a formula based on the number of students serviced by the applicant and applicant's estimated per-student cost, until funds are extinguished.

13. While overall attention will be paid to a balance of need, benefits, and geographic spread throughout the state, reviewers will judge the proposals primarily on the basis of the following five selection criteria:

- A. **The significance of the proposed project**, as determined by –
 - (1) The extent to which the proposed program demonstrates promising strategies that will improve AIMS scores and prevent dropouts among at risk students in grades 9, 10, 11, and 12.
 - (2) The extent to which the program demonstrates promise in preparing at risk students for postsecondary education or work.
 - (3) The extent to which the program demonstrates promise in preparing at risk students for leadership and civic duty.
 - (4) The program is replicable by other schools in Arizona.
 - (5) The likely utility of products developed by this program in other schools or in the future.
- B. **The quality of the design of the proposed project**, as determined by –
 - (1) The extent to which the goals, objectives, and expected outcomes of the proposed project are clearly specified and measurable.
 - (2) The extent to which the design of the proposed project is appropriate to, and will successfully address the needs of at risk students.
- C. **The adequacy of resources**, as determined by –
 - (1) The extent to which program staff, volunteers, community liaisons, etc. are sufficient to provide a quality program to meet the needs of at risk students.
 - (2) The extent to which the costs are reasonable in relation to the objectives, design, and potential significance of the proposed project.
 - (3) The potential for continued support of the program.
- D. **The quality of the project personnel**, as determined by –
 - (1) The background and experience of project management.

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- (2) The extent to which the recruitment, training and follow-up of project volunteers, community resources, etc. are appropriate to the needs of at risk students.
- E. **The quality of the project evaluation**, as determined by –
- (1) The extent to which the methods for evaluation are thorough, feasible and appropriate to the goals and objectives of the program.
- (2) The extent to which the evaluation plan demonstrates an ongoing commitment to data collection that is appropriate to the context of the implementation site.
14. **Discussions.** In accordance with A.R.S. § 41-2534, after the initial receipt of applications, ADE reserves the option to conduct discussions with those Applicants who submit applications determined by the State to be reasonably susceptible of being selected for award.
15. **Best and Final Applications.**
- A. In the event the Procurement Officer determines discussions are required, discussions on the areas, items, and factors specified in this RFGA will be held with all Applicants determined to be in the competitive range.
- B. Applicants should be aware that a complete understanding as to pricing, technical, and all other terms and conditions of the proposed grant must exist between the Applicant and ADE at the conclusion of negotiations. Any technical revisions or non-concurrence to negotiated grant terms and conditions submitted in the best and final application shall not be subject to further discussion or negotiation, and may render the Application unacceptable to the State.
- C. Discussions will be concluded when a mutual understanding has been reached with each Applicant remaining in the competitive range. This mutual understanding will become the basis for the Applicant's best and final application. A fully prepared, unsigned grant will be sent to those Applicants for a signature, thus constituting a call for best and final applications by ADE.
- D. The Applicant must propose the same plan(s), including all terms and conditions, as mutually agreed upon at the time negotiations are concluded. The Applicant may only change quantitative pricing data. Any other change or revision from the previously negotiated understanding may render an Application unacceptable for an award. The proposed grant must be returned, signed and dated by the Applicant within the time and date specified to be eligible for award.
- E. This provision is not intended to restrict the Applicant's opportunity to revise figures (e.g. prices, discounts, percentage rates, etc.). Rather, it is intended to preclude any misunderstanding by ADE which could result if new or revised terms and conditions are submitted in the best and final application that have not been fully disclosed, discussed, and understood during negotiations. Therefore, such new or revised terms and conditions are not solicited and, if submitted in the best and final application, may render the application unacceptable to ADE.

TERMS AND CONDITIONS

1. **Grant Term.** The initial term of this Grant shall commence on the date the Procurement Officer signs the Application and Acceptance form and will remain in effect through **June 30, 2005** unless terminated, canceled, or extended as otherwise provided herein.
2. **Option to Extend the Term of the Grant Contract.** ADE may, at its sole option, extend the term of this Grant Contract by written notice to the Grantee within sixty (60) calendar days of the Grant Contract expiration date. If ADE exercises this option, the extended Grant Contract shall be considered to include this option provision as well as all other terms and conditions of the original grant contract, as modified. The total duration of this Grant Contract, including the exercise of any options under this provision, shall not exceed three (3) years.

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3. **Price Adjustments.** The Procurement Officer may review a fully documented request for a price increase only after the Grant Contract has been effect for one year. Any requested increase(s) shall be based on a cost increase to the Grantee that was clearly unpredictable at the time of the Offer and is directly correlated to the price of the services contractually covered. A price increase adjustment shall only be considered at the time of a Grant Contract extension and shall be a factor in the extension review process. All written requests for price adjustments made by the Grantee shall be initiated at least 90 calendar days in advance of any desired price increase. The 90 calendar days advance notice is required to allow the Procurement Officer sufficient time to make a fair and equitable determination to any such request. The Procurement Officer shall determine whether the requested price increase or an alternate option is in the best interest of the State.
4. **Fiscal Responsibility.** The Applicant shall be the fiscally responsible entity.
5. **Funding.** Requested funding must be submitted in an all-inclusive basis. the Department will not reimburse any item other than the all-inclusive funding contained on the Pricing Schedule.
6. **Availability of Funds for the Next Fiscal Year.** Funds may not presently be available for performance under this Grant beyond the current fiscal year. No legal liability on the part of the State for any payment may arise under this Grant beyond the current fiscal year until funds are made available for performance of this Grant. The State shall make reasonable efforts to secure such funds.
7. **Fund Management.** The Grantee must maintain funds received under this Grant in separate ledger accounts and cannot mix these funds with other sources. Grantee must manage funds according to OMB #A-87, *Cost Principals for State and Local Governments*, or OMB #A-122, *Cost Principals for Non-Profit Organizations*, whichever is applicable.
8. **Arizona Law.** The law of Arizona applies to this Grant including, where applicable, the Uniform Commercial Code as adopted by the State of Arizona.
9. **Implied Grant Terms.** Each provision of law and any terms required by law to be in this Grant are a part of this Grant as if fully stated in it.
10. **Relationship of Parties.** Neither party to this Grant shall be deemed to be the employee or agent of the other party to the Grant.
11. **No Parol Evidence.** This Grant is intended by the parties as a final and complete expression of their agreement. No course of prior dealings between the parties and no usage of the trade shall supplement or explain any terms used in this document.
12. **Records.** Under A.R.S. § 35-214 and § 35-215, the Grantee shall retain all data and other records ("records") relating to the acquisition and performance of the Grant for a period of five years after the completion of the Grant. All records shall be subject to inspection and audit by the State at reasonable times. Upon request, the Grantee shall produce a legible copy of any or all such records.
13. **Audit.** Pursuant to A.R.S. § 35-214, at any time during the term of this Grant and five (5) years thereafter, the Grantee's or any subgrantee's books and records shall be subject to audit by the State and, where applicable, the Federal Government, to the extent that the books and records relate to the performance of the Grant or Subgrant.
14. **Compliance with Applicable Laws.** The services funded under this Grant shall comply with all applicable Federal, state and local laws, and the Grantee shall maintain all applicable license and permit requirements.
15. **Cancellation for Conflict of Interest.** Pursuant to A.R.S. § 38-511, the State may cancel this Grant without penalty or further obligation if any person significantly involved in initiating, negotiating, securing, drafting or creating the Grant on behalf of the State is or becomes at any time while the Grant or an extension of the Grant is in effect an employee of or a consultant to any other party to this Grant with

RFGA NO. ED04-0061

respect to the subject matter of the Grant. The cancellation shall be effective when the Grantee receives written notice of the cancellation unless the notice specifies a later time. If the Grantee is a political subdivision of the State, it may also cancel this Grant as provided in A.R.S. § 38-511.

16. **Gratuities.** The State may, by written notice, terminate this Grant, in whole or in part, if the State determines that employment or a Gratuity was offered or made by the Grantee or a representative of the Grantee to any officer or employee of the State for the purpose of influencing the outcome of the procurement or securing the Grant, an amendment to the Grant, or favorable treatment concerning the Grant, including the making of any determination or decision about Grant performance. The State, in addition to any other rights or remedies, shall be entitled to recover exemplary damages in the amount of three times the value of the Gratuity offered by the Grantee.
17. **Grantee's Obligation Regarding Confidentiality.** Due to the sensitive nature of the information maintained by the Department, the Grantee acknowledges that all information disclosed to it concerning the Department operations during performance of this Grant shall not be disclosed to third parties without the Department prior written consent. All proprietary information and all copies thereof shall be returned to the Department upon completion of the work for which it was obtained or developed.
18. **General Indemnification.** To the extent permitted by A.R.S. § 41-621 and § 35-154, the State of Arizona shall be indemnified and held harmless by the Grantee for its vicarious liability as a result of entering into this Grant. Each party to this Grant is responsible for its own negligence.
19. **Accounting Requirements.** All financial records shall be maintained and expenditures made in accordance with the Generally Accepted Accounting Principles to permit accurate tracking of funds to a level of expenditure adequate to ensure proper use of funds.
20. **Recoupment of Payments Made by the State.** The Grantee shall reimburse to the Department, upon demand, or the Department may deduct from future payment for the same fiscal year, the following:
 - A. Any amounts received by the Grantee from the Department for Grant services which have been inaccurately reported or found to be unsubstantiated.
 - B. Any amounts paid by the Grantee or to a subgrantee not authorized in writing by the Procurement Officer.
 - C. Any amounts paid by the Department for services which duplicated those for which the Grantee is paid through appropriation or another grant.
 - D. Any amounts expended for items or purposes determined unallowable by the Department.
 - E. Any amounts paid by the Department for which the Grantee's books, records or other documents are not sufficient to clearly substantiate that those amounts were used by the Grantee to perform Grant services.
 - F. Any amounts sustained as a financial audit exception.
21. **Compliance with Non-Discrimination Laws.** The Grantee shall comply with the following:
 - A. Title VI of the Civil Rights Act of 1964, as amended, which prohibits the denial of benefits of our participation in Grant services on the basis of race, color, or national origin.
 - B. Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act, and State Executive Order No. 99-4, which mandate that all persons, regardless of race, color, religion, sex, age, national origin or political affiliation, shall have equal access to employment opportunities.
 - C. The Americans With Disabilities Act of 1990 (Public Law 101-336) and the Arizona Disability Act of 1992 (A.R.S. § 41-1492 et. seq.), which prohibit discrimination on the basis of physical or mental disabilities in delivering Grant services or in the employment, or advancement in employment of qualified individuals.

ARIZONA DEPARTMENT OF EDUCATION

Contracts and Purchasing Unit
1535 West Jefferson Street, Bin #37
Phoenix, Arizona 85007

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22. **Fingerprinting.** The provisions of A.R.S. § 41-1758 are hereby incorporated, by reference, as provisions of this Grant.
23. **Restrictions on Lobbying.** The Grantee shall not pay or influence an officer or employee of the State of Arizona if that action may have an impact, of any nature, on subject Grant.

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GRANT ADMINISTRATION

1. **Payments.** The payment shall be based upon an amount agreed between the Grantee and the Arizona Department of Education and will be designated in a payment schedule from the Arizona Department of Education. The Arizona Department of Education shall process the claim for prompt payment in accordance with the operating procedures of the State. The confirmation of such payment is conditional in part upon the submission of fiscal reports, quarterly narrative reports and monitoring and attainment of goals and objectives.

2. **Grantee Contacts.**

A. Address to which payment should be mailed, if different than that listed on the Application and Award Form	B. Grantee representative to contact for grant administration purposes:
<hr/> <div>(Company Name)</div> <hr/> <div>(Street Address)</div> <hr/> <div>(City & State) (Zip Code)</div>	<hr/> <div>(Name and Title)</div> <hr/> <div>(Street Address)</div> <hr/> <div>(City & State) (Zip Code)</div> <hr/> <div>(Telephone & Facsimile Numbers)</div> <hr/> <div>(E-Mail Address)</div>

3. **ADE Contacts.**

A. The ADE representative to contact for technical matters concerning grant performance (NOTE: this person is <u>not</u> authorized to direct grantee performance or make changes in grant requirements.):	B. All grant administration matters will be managed by the Procurement Officer named below. All correspondence concerning this grant shall be directed to this individual.
<div>Karen Butterfield Arizona Department of Education 1535 West Jefferson Street Phoenix, Arizona 85007 (602) 542-5510 (Telephone)</div>	<div>Sheila Wallace, Procurement Officer Arizona Department of Education, Bin # 37 Contract Management Unit 1535 West Jefferson Street Phoenix, Arizona 85007 (602) 542-6537 (Telephone) (602) 542-3359 (Facsimile) swallac@ade.az.gov (E-Mail Address)</div>

ATTACHMENT 1 GRANT FUNDING SCHEDULE
RFGA NO. ED04-0061

Notice: If the transaction privilege (sales) taxes are not described and itemized on the application, the State will assume that the fund(s) requested includes all applicable taxes.

ATTACHMENT 2 APPLICANT'S EXPERIENCE
RFGA NO. ED04-0061

Applicant shall submit three (3) completed and signed forms as part of its Application.

Provide a list of references for recent and relevant activities. Note: This form may be reproduced as long as all of the information requested is contained.

Name, phone number and address of organization for which the service or activity was provided:

Location where services or activities were conducted:

Dates the service or activity was conducted (e.g. October 2002 – March 2003):

Describe the services or activities that were provided:

Describe what was achieved with the services or activities (e.g. increased knowledge among 20% of program participants, reduced alcohol use by 10%, etc.):

ATTACHMENT 3 APPLICANT'S ORGANIZATION

RFGA NO. ED04-0061

INSTRUCTIONS:

Applicants shall complete each item, using attachments where necessary. Attachments shall indicate the item number and heading being referenced as it appears below. Failure to make full and complete disclosure may result in the rejection of applications as unresponsive.

1. If other than a government agency
 - A. When was the Applicant's firm/organization formed? _____
 - B. If the Applicant's firm/organization is incorporated, provide a list of the names and addresses of the Board of Directors.
 - C. Provide a current organizational chart, setting forth lines of authority, responsibility, and communications in accordance with the policies of the governing body.

2. Administrative Agent

	<u>YES</u>	<u>NO</u>
Is the Applicant acting as an administrative agent for any other agency, firm/organization, or governmental agency? <i>(If YES, provide a description of the relationship in both, legal and functional aspects.)</i>	<input type="checkbox"/>	<input type="checkbox"/>

3. Civil Rights Compliance Data

Has any Federal or State agency ever made a finding of noncompliance with any relevant civil rights requirements with respect to the Applicant's business activities? <i>(If YES, provide an explanation.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
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4. Prior Felony Conviction(s)

Has the Applicant, its major stockholders with a controlling interest, or its officers been the subject of criminal investigations or prosecutions or convicted of a felony? <i>(If YES, provide an explanation.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
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5. Suspension or Exclusion From Federal or State Program(s)

Has the Applicant ever been suspended or excluded from any Federal or State Government program for any reason? <i>(If YES, provide an explanation.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
---	--------------------------	--------------------------

6. Does the Applicant have sufficient funds to meet obligations on time under the grant while awaiting payment from ADE? *(If NO, provide an explanation.)*

	<input type="checkbox"/>	<input type="checkbox"/>
--	--------------------------	--------------------------

7. Have any licenses ever been denied, revoked or suspended or provisionally issued within the past five (5) years? *(If YES, provide an explanation.)*

	<input type="checkbox"/>	<input type="checkbox"/>
--	--------------------------	--------------------------

8. Has the Applicant or the Applicant's firm/organization terminated any grants/contracts, had any grants/contracts terminated, or been involved in contract lawsuits? *(If YES, provide an explanation.)*

	<input type="checkbox"/>	<input type="checkbox"/>
--	--------------------------	--------------------------

9. Does the Applicant, its staff, relatives, or voting members of the Board of Directors maintain any ownership's, employment's, public and private affiliations or relationships which may have substantial interest (as defined in A.R.S. 38-502, Conflict of Interest) in any grant, contract, sale, purchase, or service involving ADE? *(If YES, provide a full explanation of the situation.)*

	<input type="checkbox"/>	<input type="checkbox"/>
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ATTACHMENT 4
APPLICANT'S KEY PERSONNEL
RFGA NO. ED04-0061

[illegible]

ATTACHMENT 5

APPLICANT'S FINANCIAL DISCLOSURE

RFGA NO. ED04-0061

Complete each item, using attachments where necessary. If attachments are used, indicate the item number and question being referenced as it appears below.

		<u>YES</u>	<u>NO</u>
1.	Is the Applicant's firm/organization qualified as a voluntary Health and Welfare Agency under Section 501(c)(3) of the Internal Revenue Code? <i>(If YES, Provide a copy of the determination letter with grant application.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Are the Applicant's accounting records maintained in accordance with Generally Accepted Accounting Principles (GAAP)?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Does the Applicant have an accounting manual?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Does the Applicant's firm/organization prepare a public annual financial statement? <i>(If YES, provide a copy of the MOST RECENT annual financial statement with grant application.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Does the Applicant's firm/organization have interim financial statements prepared? <i>(If YES, specify how often.)</i> _____	<input type="checkbox"/>	<input type="checkbox"/>
6.	Is the Applicant's firm/organization audited by an independent auditor? <i>(If YES, answer A thru D below.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
	A. How often are audits conducted? _____		
	B. By whom are they conducted: _____ _____		
	C. Provide a copy of the Applicant's most recent audit report and corresponding financial statements. Include reports of Internal Control and Compliance with Federal/Local regulations, if applicable.		
	D. Does the Applicant's firm/organization have any uncorrected audit exceptions?	<input type="checkbox"/>	<input type="checkbox"/>
7.	Does the Applicant's firm/organization have a formal basis to allocate indirect costs charged to this Grant? <i>(If YES, submit a copy of the allocation plan with grant application.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Are there any suits, judgments, tax deficiencies, or claims pending against the Applicant's firm/organization? <i>(If YES, answer A and B below.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
	A. What is the dollar amount? \$ _____		
	B. In which state(s)? _____		
9.	Has the Applicant's firm/organization ever gone through bankruptcy?	<input type="checkbox"/>	<input type="checkbox"/>

ATTACHMENT 6
APPLICANT'S BUDGET SUMMARY

RFGA NO. ED04-0061

ARIZONA DEPARTMENT OF EDUCATION
INTERAGENCY SERVICE AGREEMENT/GRANT
BUDGET/ESTIMATED NEEDS PAYMENT SCHEDULE FOR
INSTITUTIONS OF HIGHER EDUCATION, STATE AGENCIES.

INSTRUCTIONS

Submit original to ADE Contracts and Purchasing Unit as part of proposed grant/amendment. Final grant will contain instructions for submission of periodic/completion reports.

A. GRANT IDENTIFICATION FOR THE BUDGET PERIOD

From

To

1. Applicant Agency

2. Contact Person: _____
Phone No.: () _____

3. Grant No.

4. Funding source (Chapter 1, etc.)

5. Date submitted

Index No.

6. Proposal Name (If any)

7. Check ONE ☐ New ☐ Renewal Application
☐ Completion Report ☐ Amendment ☐ ADE Revision

B. GRANT BUDGET

**BUDGET
(1)**

**REQUEST
CHANGES
(2)**

**AMENDED
BUDGET
(3)**

**EXPENDITURE
TO DATE
(4)**

**BUDGET
BALANCE
(5)**

***EXPENDITURE CATEGORIES**

8. Salaries - Instructional

9. Salaries - Non-instructional

10. Employee Benefits

11. Travel

12. Supplies and Materials

13. Purch Services/Consultant Fees

14. Tuition

15. Printing and Reproduction

16. Utilities and Communications

17. Other ()

18. **SUBTOTAL**

19. Indirect Cost (Max. % x line 18)

20. Capital Outlay

N/A

21. **TOTAL**

22. Administrative Costs

23. Cash Balance (For Completion Purposes)

* SEE INSTRUCTIONS ON NEXT PAGE

C. COMPLETION REPORT SIGNATURE (Blue Ink Only)

I hereby certify that this is a reasonable statement of total expenditures for this grant.

Applicant Authorized Agent

Date

D. SUMMARY OF AVAILABLE FUNDS INCLUDED IN BUDGET ABOVE

Prior FY C/O _____ + FY _____ State C/O + FY _____ (New) + Other _____ = TOTAL FY _____ FY _____

E. ESTIMATED NEEDS PAYMENT SCHEDULE

(Original ☐ Revised ☐ Date _____)

FY__ State C/O		FY__		FY__	
Jul	Jan	Jul	Jan	Jul	Jan
Aug	Feb	Aug	Feb	Aug	Feb
Sept	Mar	Sept	Mar	Sept	Mar
Oct	Apr	Oct	Apr	Oct	Apr
Nov	May	Nov	May	Nov	May
Dec	Jun	Dec	Jun	Dec	Jun
TOTAL		TOTAL		TOTAL	

ATTACHMENT 6 APPLICANT'S BUDGET SUMMARY
RFGA NO. ED04-0061

ARIZONA DEPARTMENT OF EDUCATION

**INSTRUCTIONS FOR COMPLETING GRANT BUDGET REPORT:
APPLICATION**

Section A GRANT IDENTIFICATION FOR THE BUDGET PERIOD

1. Enter the name of the agency or company applying for funds.
2. Enter the name and phone number of contact person
- 3-4. This area will be completed by ADE.
5. Enter date submitted to ADE.
6. Enter grant application name (if any).
7. Check appropriate place.

Section B GRANT BUDGET BY LINE ITEM

- 8-17. Enter budget amounts for each line item.
18. Enter budget subtotal.
19. Compute indirect costs. Each funding source has a limit on what per cent of the funds can be designated indirect costs. You will be unable to exceed that limit. You may choose to use more of the funds in the program and establish a smaller indirect cost than the limit.
20. Enter the capital outlay amount. (some Requests for Grant Applications may restrict capital outlay expenditures.)
21. Enter budget total.

Section C PAYMENT SCHEDULE

Recommend the payment amount for each month that you estimate you will need. Refer to your budget justification, capital outlay justification pages or other reference pages before completing. If a payment schedule is not indicated by the applicant, ADE will complete.

Final payment schedule will be determined by ADE.

Sections D and E: for ADE use only

ATTACHMENT 7 APPLICANT'S CHECKLIST

RFGA NO. ED04-0061

Instructions: Applicants must submit the items listed below. In the column titled "Applicant's Page #", the Applicant must enter the appropriate page number(s) from its Grant Application where the ADE evaluators may find the Applicant's response to that requirement.

Required Item	RFGA Reference:	Applicant's Grant Application Page #:
1. <u>1</u> Original and <u>3</u> Copies of Grant Application in Required Format.	Page 7, §. 11	
2. Applicant's Requested Funding Schedule	Attachment 1	
3. Section One, Executive Summary	Page 8	
4. Signed Application and Award Form	Page 1	
5. RFGA Amendment(s), if any.		
6. Grant Administration	Page 14	
7. Applicant's Checklist	Attachment 7	
8. Section Two, Method of Approach	Page 8, § 11.E (2)	
9. Section Three, Applicant's Experience, Expertise and Reliability	Pages 8 & 9, § 11.E (3)	
10. Applicant's Experience, required for non LEAs	Attachment 2	
11. Applicant's Organization, required for non LEAs	Attachment 3	
12. Applicant's Key Personnel	Attachment 4	
13. Applicant's Financial Disclosure, required for non LEAs	Attachment 5	
14. Applicant's Budget Summary	Attachment 6	

Exhibit A
A.R.S. § 15-809

RFGA NO. ED04-0061

15-809. AIMS intervention and dropout prevention program; program termination; definitions

- A. The department of education shall establish an AIMS intervention and dropout prevention program. The department of education shall develop application procedures, selection criteria and minimum performance standards for service providers that wish to participate in the program. Service providers that receive monies to participate in the program shall demonstrate that their dropout prevention program is offered in the public schools in this state and meets all of the following requirements:
1. Serves at-risk pupils in grade nine, ten, eleven or twelve.
 2. Serves pupils who both:
 - (a) Are most likely to drop out of high school without graduating.
 - (b) Have documented academic, personal or vocational barriers to success in high school and the workplace.
 3. Consists of all of the following for each participating pupil:
 - (a) At least nine consecutive months of academic support, including tutoring and remediation, to ensure that participating pupils meet the academic standards adopted by the state board of education.
 - (b) Comprehensive instruction on Arizona workplace skills adopted by the state board of education.
 - (c) Instruction on leadership and civic duty.
 4. Requires pupils who participate in the program to earn credits toward graduation from high school. Pupils who participate in the program shall perform volunteer activities or community service or shall be engaged in employment during summer vacation periods. Each pupil who participates in the program shall continue to participate in the program for twelve months after graduation from high school during which the service provider shall provide follow-up assistance that is designed to assist the pupil's transition to postsecondary education, vocational or job training, military service or employment. A participating school district may develop a dual credit course program in order to meet the requirements of this paragraph.
- B. The service providers selected to participate in the AIMS intervention and dropout prevention program shall annually report at least the following information to the department of education:
1. The percentage of pupils who participate in the program and who graduate from high school or obtain a general equivalency degree on or within twelve months after the scheduled graduation date for the pupil's classmates.
 2. The percentage of pupils who participate in the program, who graduate from high school or obtain a general equivalency degree and who begin participation in postsecondary education, employment, vocational or job training or military service within twelve months after the scheduled graduation date for the pupil's classmates.
 3. The percentage of pupils who participate in the program and who are either enrolled full time at a postsecondary education institution, employed full time, enrolled in a full-time vocational or job training program or on active duty in the armed forces of the United States, or any combination of these activities that in totality amounts to full-time activity, within twelve months after the scheduled graduation date for the pupil's classmates.
 4. The percentage of pupils who participate in the program and who pass each AIMS component.
- C. The department of education shall contract with a private entity to conduct an annual performance audit of the AIMS intervention and dropout prevention program.
- D. Beginning in 2001, the department of education shall submit an annual report concerning the AIMS intervention and dropout prevention program to the governor, the president of the senate and the speaker of the house of representatives by December 15 that includes an evaluation of the effectiveness of the program. The department of education shall provide a copy of the report to the secretary of state and the director of the department of library, archives and public records.
- E. The program established by this section ends on July 1, 2010, pursuant to section 41-3102.
- F. For purposes of this section:
1. "AIMS" means the Arizona instrument to measure standards test prescribed in section 15-741.
 2. "Service providers" means all of the following:
 - (a) Public agencies, including schools and school districts, that have demonstrated documented success in delivering dropout prevention services as prescribed in this section.
 - (b) Private entities that are certified by the department of education and that have demonstrated documented success in delivering dropout prevention services as prescribed in this section.